

**IDAHO BOARD OF EXAMINERS OF RESIDENTIAL CARE FACILITY
ADMINISTRATORS**

Bureau of Occupational Licenses
700 West State Street, P.O. Box 83720
Boise, ID 83720-0063

Board Meeting Minutes of 7/28/2016

BOARD MEMBERS PRESENT: Linda L Simon, Acting Chair
Benjamin E Doty
Kristen E Hyde

BOARD MEMBERS ABSENT: Heidi Brough Nye – Chair

BUREAU STAFF: Tana Cory, Bureau Chief
Dawn Hall, Administrative Support Manager
Marcie Rightnowar, Appeals Hearing Technician
Jean Uranga, Prosecuting Attorney
Eric Nelson, Prosecuting Attorney
Maurie Ellsworth, General Counsel
Mitchell Toryanski, Legal Counsel
Jennifer Keyes, Technical Records Specialist

OTHERS PRESENT: Jamie Simpson, Licensing and Certification
Kris Ellis, Eiguren & Ellis

The meeting was called to order at 9:00 AM MDT by Linda Simon.

APPROVAL OF MINUTES

Mr. Doty made a motion to approve the minutes of June 1, 2016 and July 5, 2016.
It was seconded by Ms. Hyde. Motion carried.

LEGISLATIVE REPORT

Ms. Cory gave the legislative report. She said that proposed law changes are due to the Governor's Office by August 1, and proposed rule changes are due to the Governor's Office by the third week in August for the 2017 Legislature.

FINANCIAL REPORT

Ms. Hall gave the financial report, which indicated that the Board had a cash balance of (-\$95,087.97) as of June 30, 2016.

BOARD CONTRACT

Ms. Hyde made a motion to approve the Board contract for fiscal year 2017 and allow the Chair to sign. It was seconded by Mr. Doty. Motion carried.

DISCIPLINE

Ms. Uranga presented a memorandum regarding case numbers RCA-2016-11. After discussion, Mr. Doty made a motion to close RCA-2016-11. It was seconded by Ms. Hyde. Motion carried.

Ms. Uranga presented a memorandum regarding case numbers RCA-2016-10 and RCA-2016-8. After discussion, the Board gave recommendations for appropriate discipline.

Mr. Nelson presented a Stipulation and Consent Order in case RCA-2016-7. Ms. Hyde made a motion to approve the Consent Order and allow the Board Chair to sign on behalf of the Board. It was seconded by Mr. Doty. Motion carried.

INVESTIGATIVE REPORT

Ms. Rightnowar gave the investigative report, which is linked above.

FOR BOARD DETERMINATION

Mr. Doty made a motion to approve the Bureau's recommendation and authorize closure in cases RCA-2015-15 and RCA-2016-9. It was seconded by Ms. Hyde. Motion carried.

REQUEST TO SURRENDER LICENSE

Ms. Hyde made a motion to reject the request to surrender the license and directed the Bureau to send a letter requesting full payment be made within 30 days and authorize the Chair to negotiate a payment plan if one is requested. It was seconded by Mr. Doty. Motion carried.

OLD BUSINESS

To Do List – The Board reviewed the to-do list. Ms. Hyde made a motion to update the training log and reference letters and allow a member of the subcommittee to review and approve. It was seconded by Mr. Doty. Motion carried.

Proposed Rule – Ms. Hyde made a motion to approve the new language and send to the Governor's Office for approval. This Rule change updates the Board's renewal and reinstatement process to conform to Idaho Code § 67-2614. It was seconded by Mr. Doty. Motion carried.

NEW BUSINESS

Correspondence – Ms. Hyde made a motion to accept the continuing education credits for Critical Thinking in Everyday Life, Business Communication Skills for Health Care Professionals, and Fundamentals of Electronic Health Records upon proof being received of successful completion of the courses. It was seconded by Mr. Doty. Motion carried.

CE COURSES

Mr. Doty made a motion to approve the "Alzheimers/Caregiver Conference." It was seconded by Ms. Hyde. Motion carried.

Ms. Hyde made a motion to approve "Creating Moments of Joy: Family Moments and Memory Enhanced Activity." It was seconded by Mr. Doty. Motion carried.

EXECUTIVE SESSION

Ms. Hyde made a motion that the Board go into executive session under Idaho Code § 74-206(1)(d) to consider records that are exempt from disclosure under the Idaho Public Records Law. The purpose of the Executive Session was to consider license application materials. It was seconded by Mr. Doty. The vote was: Ms. Simon, aye; Ms. Hyde; and Mr. Doty, aye. Motion carried.

Mr. Doty made a motion to come out of executive session. It was seconded by Ms. Hyde. The vote was: Ms. Simon, aye; Ms. Hyde; and Mr. Doty, aye. Motion carried.

APPLICATIONS

Ms made a motion to approve Craig Barness and Parker Thuessen for exam and upon successful completion of the exam, to be licensed. It was seconded by Mr. Doty. Motion carried.

Mr. Doty made a motion to approve pending the receipt of the open book exam applications 901120614 and 901146672. It was seconded by Ms. Hyde. Motion carried.

Mr. Doty made a motion to approve Jacci Morrison, Angela Darrington and Alena Sanders to sit for the exam and upon successful completion of the exam to be licensed. It was seconded by Ms. Hyde. Motion carried.

Ms. Hyde made a motion to approve 901145708 pending additional information and approval by the Chair. It was seconded by Mr. Doty. Motion carried.

Ms. Hyde made a motion to approve 901144752 pending additional information and approval by the Chair. It was seconded by Mr. Doty. Motion carried.

NEXT MEETING was scheduled for October 6, 2016 at 9:00 am.

ADJOURNMENT

Ms. Hyde made a motion to adjourn the meeting at 11:20 am. It was seconded by Mr. Doty. Motion carried.

Heidi Brough Nye, Chair

Ann L Moss

Benjamin E Doty

Kristen E Hyde

Linda L Simon

Tana Cory, Bureau Chief